



Surrogate Parent Recommendation Form for IDEA Part C (Early ACCESS)

Submit completed form to AEA Director of Special Education or designee.

AEA Director/Designee Name:

AEA:

Name of Recommended Surrogate Parent:

Address:

City:

State/ZIP:

Phone:

Name of Child/Student:

Date of Birth:

Resident District:

Attending District:

Submitted by:

Email:

Submitted by:

Email:

The recommended surrogate parent must meet the following criteria¹:

- Has no interest that conflicts with the interest of the child that the surrogate parent represents;
- Has knowledge and skills that ensure adequate representation of the child; and
- Not be an employee of any state agency (such as the Departments of Education or Human Services) or a person or employee providing early intervention, education, care or other services to the child or to any family members of the child. (A person who otherwise qualifies to be a surrogate parent is not an employee solely because the person is paid by a public agency to serve as a surrogate parent.)

Conflict of Interest, Knowledge/Skills	X	Supporting Notes/Documentation
The recommended surrogate parent has no conflict of interest, has knowledge and skills to represent the child, or will receive such information by AEA designee	<input checked="" type="checkbox"/>	

A surrogate parent is needed because²	X	Supporting Notes/Documentation
Parent cannot be identified	<input type="checkbox"/>	
The public agency, after reasonable effort, cannot locate any parent	<input type="checkbox"/>	
The child is a ward of the state	<input type="checkbox"/>	
The child is an unaccompanied homeless youth under the McKinney Vento Homeless Assistance Act	<input type="checkbox"/>	

Once the surrogate parent has been appointed by the AEA Director of Special Education or designee:

- The AEA Director of Special Education or designee notifies the surrogate parent by letter;
- The letter must contain the child/student's name, age, educational placement and other information determined useful to the surrogate parent, and must specify the period of time which the person shall serve; and
- An original, signed letter is sent to the Department of Education: Part C Early ACCESS: State Early ACCESS Coordinator

1. Applicable *Rules*: Early Access: IAC 218—120.422(4)
 2. Applicable *Rules*: Early Access: IAC 218—120.422(1)